

Terms of Reference

Engagement of Contractor

1) Background

Save the Children Fiji has been operational since 1972 with a core focus on promoting equity in education and advancing children's rights in line with the United Nations Convention on the Rights of the Child. Save the Children's primary role is to create a better world for children through program support, action-oriented research, awareness, and advocacy on the rights of children and access to their basic rights.

In times of natural disasters, Water, Sanitation, and Hygiene (WASH) is normally the first sector to be affected. Accessibility to safe WASH facilities and improved practices is an essential part of preventing and protecting human health during infectious disease, this includes the current COVID-19 pandemic.

Save the Children Fiji (SC Fiji) through its WASH Program continues to support the Ministry of Health & Medical Services' (MoHM) Strategic Objective Priority 1: Focusing on the reduction of Communicable diseases through WASH improvement initiatives targeting the vulnerable sectors of Fiji's population – in this context this project is targeting children in schools and communities that are continuously facing challenges in accessing safe water and proper WASH facilities.

The United Nations' global Sustainable Development Goals places WASH as Goal 6. Studies have indicated that WASH is a vital component to the development of children's learning capacities – improved WASH facilities have vastly contributed to children's health and performance in schools.

2. The project aims:

Save the Children Fiji will work together with Ra Education Office, Ra Health Office, target project school heads, and identified contractors in improving WASH facilities to ensure that children have access to an environment that supports their educational and health needs.

3. Objectives of this Terms of Reference:

Save the Children is seeking a registered contractor to carry out construction works for WASH facilities in target project schools in the Ra Province.

4. Scope of Work

The following are the detailed scope of work that requires the identified contractor to carry out as per schools WASH needs:

No.	Name of Target Schools	Scope of Work	Tentative Dates
1	Malake Primary School	<p>Boys Toilet</p> <ul style="list-style-type: none"> • Replace broken urinal pipe • Replace broken cistern • Remove existing handwashing sink and install handwashing station outside toilet building • Install one light bulb • Provide filing to the cement walls • Replace broken door frames • Provide doors with locks to the toilet entrance • Remove cracked cement block to the entrance of the boy's toilet <p>Girls Toilet</p> <ul style="list-style-type: none"> • Provide tiling to the toilet cubicle • Replace broken toilet cubicle doors • Remove existing handwashing sink and install handwashing station outside toilet building • Provide hooks and hangers • Convert one toilet cubicle to bathroom • Install a light bulb • Provide a sitting area inside the toilet for girls to change • Replace door frames • Provide locks to the toilet doors • Replace broken toilet cisterns • Provide sanitary bins <p>General</p> <ul style="list-style-type: none"> • Provide walkway with proper shelter to the ablution block • Provide paintings to the whole ablution block 	<p>June 2022 To July 2022</p>

		<ul style="list-style-type: none"> • Provide plumbing works to the whole ablution block 	
2	Sudha Primary School	<p>Boys Toilet</p> <ul style="list-style-type: none"> • Need to replace broken cisterns • Replace broken pan connector • Replace toilet pipes outside the toilet building • Provide shower in the existing bathroom • Replace broken light switch and bulbs • Replace gutter • Replace missing windows • Replace broken cisterns <p>Girls</p> <ul style="list-style-type: none"> • Replace broken toilet seat pan • Replace leaking toilet pipes from cisterns to toilet bowl • Properly fill and plaster cracked cement • Provide door lock for each toilet cubicle doors • Provide hooks and hangers • Provide shower head for existing bathroom • Provide sanitary bins <p>General</p> <ul style="list-style-type: none"> • Provide painting to the whole building <p>Handwashing Facility</p> <ul style="list-style-type: none"> • Install hand washing station with proper roofing for shelter <p>Secondary Water Source</p> <ul style="list-style-type: none"> • Provide water tank with proper tank stand and rain water harvesting 	<p>July 2022 To August 2022</p>
3	Sudha ECE	Install hand washing station with plumbing works and proper roofing for shelter	August 2022 to September 2022
4	Waimari Primary School	<p>Boys Toilet</p> <ul style="list-style-type: none"> • Replace broken urinal pipe • Replace 2 broken cistern • Remove existing hand washing sink and install hand washing station outside toilet building • Install one light bulb 	<p>September 2022 to October 2022</p>

		<ul style="list-style-type: none"> • Provide tiling to the toilet cubicle <p>Girls Toilet</p> <ul style="list-style-type: none"> • Replace broken toilet cubicle doors • Remove existing hand washing sink and install hand washing station outside toilet building • Provide hooks and hangers • Convert one toilet cubicle to bathroom • Provide tiling to the toilet cubicles <p>Handwashing Facility</p> <ul style="list-style-type: none"> • Install proper hand washing station, plumbing works with proper walkway with roofing to provide shelter for children 	
5	Navatu Primary School	<p>Boys Toilet</p> <ul style="list-style-type: none"> • Replace 1 leaking pipe from cistern to toilet bowl • Provide ceiling to the building • Provide paintings to all the toilet cubicles <p>Girls Toilet</p> <ul style="list-style-type: none"> • Replace broken toilet cistern • Replace broken toilet seat pan • Replace leaking pan connector • Replace leaking pipe outside toilet building • Provide door lock for each toilet cubicle doors • Provide hooks and hangers • Replace missing windows • Provide ceiling to the toilet building • Convert one existing toilet to bathroom <p>Handwashing Facility</p> <ul style="list-style-type: none"> • Provide at least 2ft blocks high around the hand washing station, proper roofing for shelter and proper soakage pit 	October 2022 to November 2022

5. Responsibilities

The Contractor will be responsible for:

The contractor will work closely with Save the Children staff to carry out construction works in the identified target schools. Contractor shall adhere to the following:

- Accompany SC Fiji staff to conduct detailed assessments in the target schools
- Carry out the specified scope of work and ensure a high standard of delivery
- Provide regular updates to SC Fiji Officer on the progress of the construction works
- Adhere to the agreed scope of work.

WASH will be responsible for:

- Procurement of the materials as stipulated by the need assessment carried out.
- Ensure effective and efficient planning, implementation, and monitoring of the scope of works
- Conduct site visits while construction works are in progress and provide written progress and completion reports.
- Provision of sound technical advice to the Contractor on the scope of works specified in the need assessment.
- Ensure that all relevant legislations are adhered to by both parties.

The expected outcomes of the activity:

Save the Children with the partnerships of Fiji Water Foundation have been working together since the year 2018 in the rehabilitation of WASH facilities for schools. Therefore, through the Fiji Water Foundation grant, SCF was able to assist 26 schools till date. This year Fiji Water Foundation will continue to support SCF with a similar project titled “WASH Facilities Improvement in Schools.” This project will be for one year only, targeting 5 schools to provide a better WASH facility that supports the children’s educational and most importantly their health needs.

6. Main Tasks and Deliverables

The contractor is expected to deliver the assigned tasks as outlined below;

Activity	Key Deliverable	Estimated # of days
1. Sensitize Child Safeguarding before signing an agreement	Understand and agree to Child Safeguarding Policy	1 day
2. Accompany WASH Officer to conduct a detailed assessment to identify the scope of work	Scope of work identified and material list	3 days
3. Provide a list of construction materials according to the scope of work in each target site.	Upgrade of WASH facilities in 5 schools target project schools	

4. Perform all construction work identified on the agreed scope of work		3 weeks into each project schools
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7. Duration of Work

The duration of work will depend on the detailed scope of work identified since different project schools have different WASH needs. However, construction works are bound to begin once the identified contractor signed an agreement with SCF.

8. Fee and Payment Structure

Contractors will be paid according to each phase of work completed in each project, upon SC Fiji staff inspecting and signing off on the successful completion of each phase of work. The contractor will provide a work completion report for each phase and this will have the endorsement of the Head of the School. The phased work completion report will have a detailed narrative as well as before and after pictures of the work carried out for each phase.

Payment will be made according to agreed-upon phases of work and successful completion and submission of report and sign-off on the scope of work by the Head of School.

School	Phase 1	Phase 2	Phase 3
Malake Village School	30%	40%	30%
Sudha Primary	30%	40%	30%
Sudha ECE	30%	40%	30%
Waimari Primary	30%	40%	30%
Navatu Primary	30%	40%	30%

Approved by:



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Shairana Ali
Chief Executive Officer

10 June 2022
Date